Registry Guidance
September 26, 2008

The MHCC believes the primary employer subsidy data entry application is now stable, no further changes are anticipated that will affect existing functionality.

The MHCC will add a link to a pop-up window that will contain documentation for any changes implemented in the future. This feature will be added to both the test and production regions.

The MHCC will notify carriers one working day prior to implementing changes into the registry. Implementation will be scheduled on an as needed basis, always with prior notification. Documentation of the changes and the date the changes are implemented will be displayed in the pop-up window.

MHCC is concerned about the possible abuse of the "unlock" and "resubmit" features. A future implementation in the production region will include a tracking log to identify who submits unlocks into the registry. This change should have no impact on functionality. Users will not see the tracking; it will be an internal change and not visible to carriers and TPAs.

Requests to MHCC for "unlocking" the application should be submitted to the email address: unlock_request@mhcc.state.md.us

The TPA or carrier will receive an email notification when the "unlock" request is complete.   An "unlock" request will release the subsidy amount for that employer until the application is resubmitted.

Due to the volume of activity that occurs the day before and the day of the monthly cut-off, no changes will be implemented (is there a system control in place?) the day before or the day scheduled for cut-off.

Monthly cut-off dates for payment

Group Effective Date	Application Submitted by 11:59 PM
November 1, 2008	October 17, 2008
December 1, 2008	November 19, 2008
January 1, 2009	December 17, 2008

For technical questions with the registry, forward an email with appropriate screenshots, if possible, of the error message to:
Janet Ennis
jennis@mhcc.state.md.us

General questions pertaining to the registry application process should be submitted to reg_support@mhcc.state.md.us .
 Note: This Registry Guidance information may be changed without notice.